



**COMMONWEALTH OF VIRGINIA
DEPARTMENT OF HUMAN RESOURCE MANAGEMENT**

Benefits Administrator Memo **#02-12**

To: Benefits Administrators

From: Charles S. Reed, Associate Director
State and Local Health Benefits Programs

CC: All OHB

Date: July 26, 2002

Re: Dependents Approaching Eligibility Thresholds

All plans in the State Health Benefits Program allow children who are disabled and incapable of self-support to remain covered dependents under the plan. The plans' provisions require that this incapacitation must exist prior to the termination of the child's coverage and be approved by the plan administrator. For plans administered by Trigon, application for continued coverage must be made within 31 days of the child's termination. Individuals covered by the regional plans must make application prior to the termination of coverage. It is the employee's responsibility to contact the plan directly in order to receive the necessary paperwork to begin the request for continuation process.

A report showing the affected participants and dependents is in your agency's FTP folder under PM9640 followed by your 5-digit agency code and a date suffix. As an example, the reference file looks similar to the following: PM9640-00nnn-07012002.txt (agency code = nnn). If this file is missing in your FTP folder, your agency currently does not have any dependents to be purged at year-end. You may contact the DHRM Help Desk for assistance accessing your agency's FTP folder.

This report indicates employees who have children attaining the age of 23 sometime during 2002. We are sending this initial notice early so that you may provide notification to your employees, reminding them in advance that their dependents will lose eligibility in five months and allowing additional time for any employee who has a disabled child to apply for continued coverage. Please note that this report was run on July 1, 2002. Thus, it does not include employees who were entered into the system after that time.

In October, we will send a sample letter for you to give to the affected employees. An updated report will also be available in your FTP folder at that time.

Should you have any questions on the above, please contact Jessica Cottingham at (804) 371-6436.